

## ANNUAL REPORTS ISSUE 2000-2001

### 2000-2001 EXECUTIVE BOARD

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### PRESIDENT

Lois Santillanes

*A Journey of Change 2000-2001.* It has been a wonderful experience for me to serve as your BSUAOP president for 2000-2001. As we began our journey, Dr. Gwen Smith said to imagine it as a train ride—only taking with us what we might need for the trip. We took the time to stop and enjoy the luncheons, which were planned by Vice President Gay Barzee. They gave us time to learn more about each other.

Then we made several other stops along the way: Professional Development Day to share ideas and network; the Holiday Auction to shop for family and friends. As we headed toward our final two destinations (Bosses Breakfast and the Installation Luncheon) it was hard to believe that our journey was coming to an end.

I would like to thank the following people for their support, knowledge, and wisdom. They all played a big part in making this a very special year for me: Guen Johnson, Valencia Garrett, Cathy Hampton, Merrylea Hiemstra (IAEOP 2000-2001 president), the entire BSUAOP executive board, and most of all the membership.

BSUAOP has given me the opportunity for personal and professional growth and has allowed me to achieve many of my goals. I made a lot of new friends and renewed old friendships. I'm glad to see so many of you working on your PSP and getting so involved in the state and national associations. Nancy, I hope you have a wonderful and successful 2001-2002. I know under your guidance this association will continue to grow as we journey toward a very bright future.

*Lois*



DEADLINE FOR THE September 2001 ISSUE: August 21, 2001

## PRESIDENT-ELECT

Nancy Rountree

Professional Development Day was held on October 10th. Joyce Grimes, director of Campus Recreation and the Pavilion, presented the keynote address. She used the publication *"Who Moved My Cheese"* to discuss and help us discover how to deal with

change. The day was filled with six concurrent sessions and a delicious lunch during which Karen Kelsch provided us with lovely piano music. The sessions for the day included: *Multi-Tasking, The Power of Balance, Stereotyping, Public Speaking, Feng Shui, and Hypnotherapy.*

We had 56 paid lunches and several brown baggers. Some members chose to attend only one or two sessions and not be away from work for the entire day. It was a great day filled with learning, networking, and fun.



## VICE PRESIDENT

Gay Barzee

Being more involved with BSUAOP as Vice-President this year has been a very rewarding experience. I have certainly learned a lot about what this organization is all about. It's all about sharing, caring and supporting each other. This year with the theme *"A Journey of Change"* I enjoyed finding speakers who would support that theme. My focus at the luncheons was on various ways to assist members in their journey. We have talked about what kinds of things to take on our journey with our Advisor, Gwen Smith helping us pack our bags. We talked about our health and wellness, being safe, having good self-esteem, and relieving stress. It is my sincere hope that these topics have been useful information for our members in their journey. Feeling good about ourselves is the best way to cope with any change around us.

Our speakers this year were:

September 12, 2000 – Gwen Smith *"A Journey of Change"*

November 14, 2000 – Shane Martindale *"A Healthier You for the Holidays"*

January 9, 2001 – Curt Crum *"Safety Issues for Women"*

February 13, 2001 – Connie Williams – *"Avoiding the Pitfalls of Low Self-Esteem"*

March 13, 2001 – Joint luncheon with ACAEOP

April 10, 2001 – Gary Moen *"How Does Your Garden Grow? Therapeutic Effects of Gardening"*

Attendance at the luncheons has varied, with the biggest attendance at the April luncheon. We obviously have a lot of interest on campus in gardening. It is a great stress reliever and a great way to create beauty. I have enjoyed all of the luncheons this year and look forward to another great year with BSUAOP.



## PAST ASSOCIATION LEADERS (PALS)

Angela Garcia

PALS has 14 members as of this year. Early in the year, Helen Smith resigned her position as President to the association because of family illness. The duties were shared be-

### Area Representatives

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**Library****Chair**

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**Membership****Chair**

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**Newsletter****Chair**

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**PSP****Chair**

Rhonda Miracle  
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**Scholarship****Committee**

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Angela Garcia

**Ways & Means****Chair**

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*The purpose of BSUAOP is to assist its members in reaching a professional level of excellence, to promote positive attitudes, and to encourage further training in specific fields relevant to each member's responsibilities within the University.*

tween three past presidents: Valencia Garrett, Guen Johnson and Angela Garcia.

Valencia Garrett coordinated the Holiday Auction for BSUAOP in December this year. The event raised nearly \$2,400 for BSUAOP operating expenses and scholarships. (Note: Association members have discussed and agreed to move the event to November for future years to accommodate holiday events at the University and in the community.)

PALS renewed its affiliation with the state and national associations.

Guen Johnson acted as nominations chair for BSUAOP's 2001-2002 elections. She submitted a roster of candidates in March to the BSUAOP membership for approval. A ballot was e-mailed to all members, with instructions to print it, cut off the header information, and return to Guen via campus mail. Ballots were counted by Angela Garcia and Lois Santillanes on April 5, 2001. New officers were reported in the BSUAOP April Keynoter newsletter.

**TREASURER**

Carol Carroll

I would like to first thank Lois for her dedication and hard work in her leadership role this last year.

I have held the position of treasurer for the past year, and thoroughly enjoyed this assignment since working with numbers is a love of mine. I have been selected as treasurer again for next year and have come up with some new ideas in how to better document actual expenditures and revenue for certain events.

I want to thank everyone for their support and help throughout this past year and look forward to working with each of you this next year.

**SECRETARY**

Carolyn Fritschle

I had not been active in BSUAOP at all prior to this year, so it was interesting to see what the group actually does, and to get to know a lot of nice people.

As secretary, I kept the minutes in electronic format this year, sending them out via e-mail prior to each meeting, and putting a hard copy in the notebook after they were approved. I was very glad that people stepped in to take minutes when I was unable to attend.

As secretary, I also sent cards to several members for deaths in the family, illness or retirement. Gay Barzee kindly donated some beautiful cards, which should keep us supplied for a few years.

I also got involved in the Bosses' Breakfast, which was a lot of fun.

I have enjoyed the experience.



## AREA I REPRESENTATIVE

**Cindy Bancroft-Stigall**

Although this was not my first year as Area Rep, I can say it was the first year I was available to be able to participate. I am very fortunate that the area in which I represent is highly involved and very active in BSUAOP. It actually makes my job very easy. Our area sent five individuals to State Conference – Lora Jacobsen, Cathy Hampton, Angela Garcia, Gay Barzee and Nancy Rountree. For the national conference, the Dean of our College has agreed to send six people, whom for the most part, his office is picking up the bulk of the expenses for: myself, Rhonda Miracle, Nancy Rountree, Gay Barzee, Angela Garcia and Cathy Hampton to attend. This year Nancy Rountree, Gay Barzee and Angela Garcia have completed their PSP and next year I will be receiving mine. I look forward to the opportunity to participate more dynamically as Vice President and I welcome turning over the reins of Area I Rep to Shannon Chapman.



I look forward to attending my first national conference and meeting new people both on campus and nation wide. BSUAOP has given me many opportunities to grow professionally and personally and I value all of the experiences that I have been afforded through this noble organization.

## AREA II REPRESENTATIVE

**Connie Robinson**

I have enjoyed being the Area II Representative for BSUAOP during a short time of the 2000-2001 season. I have tried to fill the shoes of Julie Gerrard. In my quest to learn my area, I met quite a few new people and found places on the campus that I didn't know existed. Currently Area II covers the Pavilion, Military Science, Physical Education, the Varsity Center and Athletics. I'm not aware of any new members that have joined from my recruitment efforts in these areas, however, Christy Hendrick and Teresa Krapowich stated that they would still like to attend when we start back up again this coming fall. I would consider it a great asset if we could attract members from Area II as I believe it would help expand not only the great friendships circulating, but also help increase the networking capabilities of BSUAOP.



I have met many new co-workers this year from several different areas. Getting the word out about BSUAOP (who we are and what we do) has been a rewarding challenge. I have immensely enjoyed the inspirational messages and friendship from all the Board and Members and would like to say THANK YOU! The luncheons have always had great food, gone off smoothly and had wonderful speakers. My three personal favorites were the luncheons in January where Curt Crum taught us about personal safety, February where we listened to a very uplifting speech from Connie Wil-

liams and Gay Barzee gave us each personal affirmation on how to love yourself, and thirdly, the luncheon in April where we learned about the therapeutic benefits of nature. I think this was perhaps one of the best attended. Almost everyone I invited were in attendance. We had several first timers and almost the whole Human Resource office visited. Everyone left refreshed and revitalized.

### BSU CLASSIFIED LEAVE POLICIES

**BSU 5520-C**

Effect. Date: July 1, 1995

#### **J. Organization Participation and Exercise Leave**

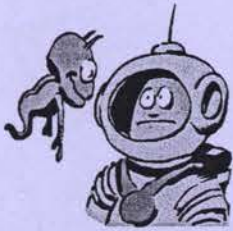
Boise State University employees will be permitted a total of one hour per month release time from work to attend professional representative organization meetings. The organizations include:

ACE - Association of Classified Employees;  
BSU-AOP - Boise State University Association of Office Personnel;  
BSU-IPEA - Boise State Chapter, Idaho Public Employee's Association.

1. Employees who are officers in one of the above organizations, will be permitted a total of two (2) hours per month release time to organize and conduct the business of the organization(s).
2. The employee must have supervisory approval prior to taking the release time to avoid conflict with the efficient and effective operation of University business.
3. Other organizations desiring approval for release time should submit written requests to the Department of Human Resources, outlining the goals and purposes of the organization for review by the appointing authority.
4. Questions regarding a typical leave situation not clarified in this policy should be referred to the Department of Human Resources.



The other programs in BSUAOP were also astonishing. Professional Development Day, where we could just spend the whole day working on ways to improve ourselves, was very fulfilling. The teamwork involved in the Holiday Auction proved a huge success. There were so many wonderful gifts to bid on and Blaine Eckles did a fabulous job as our auctioneer. Lots to be said for our recent Bosses Breakfast... What a riot! Our theme was 2001: A Space ODDyssey. We had a breakfast that was out of this world and a hysterical skit. It was wonderful that we had such a galactic turn out and I had so much fun selling the winning ticket to the beautiful quilt that Lois donated. It seems like things just keep getting better and better. I can hardly wait to see what will happen in 2001-2002. Thank you for letting me participate as a member in your association.



### AREA III REPRESENTATIVE

**Roxann Dehlin**

I've enjoyed filling in for Darlene Flacker as Area III Representative this year. The lunch programs and Professional Development Day offered great opportunities to learn and to make new friends for those of us on campus. The Holiday Auction and Bosses Breakfast were well received and enjoyed by all. A gracious thank you to the creativeness and hard work of our BSUAOP members

With only two new members contacting me, we had limited success with recruitment of new members in my area this year. I would suggest we all focus on increasing recruitment efforts next year. By developing a list of current employees who were former BSUAOP members but are no longer active, we could target their inclusion and ultimately, renewal of their membership.

With renewed efforts to recruit, next year should be even better.

### AREA IV REPRESENTATIVE

**Kathy Cahill-Barkes**

I've enjoyed serving as Area IV Representative this year. I had limited success with recruitment of new members in my area this year. (Only two that I know of.) I hope to step up my recruiting efforts next year. Having a list of current members will definitely help.



The luncheon programs and Professional Development Day provided great opportunities to learn and to make new contacts on campus. The Holiday Auction and Bosses Breakfast were great fun, thanks to the creative genius and hard work of many of the BSUAOP members. I'm looking forward to next year!

### AREA V REPRESENTATIVE

**Sally Norton**

During 2000-2001 I was the Area V Coordinator for the Education/Science-Nursing, Morrison Center, SMITC, Business, Health Sciences, and Raptor Research. We added the Multi-Purpose Classroom Facility Building to my list also because no one was assigned that building.

I enjoyed taking reservations from Area V for the monthly luncheon meetings for BSUAOP members and prospective members from my assigned areas. I liked meeting new employees and introducing them to BSUAOP. The Professional Day was wonderful this year and I look forward to next year's event. My entire office will participate in Bosses Breakfast this year. Bosses Breakfast is my favorite event all year. It has been my pleasure serving as Area V Coordinator for the past two years.



## Area VI REPRESENTATIVE

Shannon Chapman

I have enjoyed my time as Area VI Representative. I have learned so much about the purpose of BSUAOP. I am inspired to get my information together to get a PSP certificate and hope that more people on campus will be inspired to do so also. I have learned from being on the executive board. The members and non-members within my area have been wonderful to respond and lend their support when they were needed. The luncheons this year were fabulous and the topics of discussion were timely and informative. I look forward to another year as a representative. This time I will be in my area of domain as Area I Representative. I'm sure I will learn even more next year.

***GOOD LUCK TO THE  
2001-2002 OFFICERS AND COMMITTEE CHAIRS!***

*Annual reports will be published on our website in Fall 2001.*

*watch for committee chair reports then!*

## FIX IT COLUMN

Connie Robinson was omitted from the Bosses Breakfast program, and she was a big part of the committee! Connie's creativity helped make Bosses Breakfast successful this year — she made the space ship centerpieces, helped with set-up and tear-down, (*and won the best alien costume contest!!*) Thank you Connie! Sorry you got messed up...again!



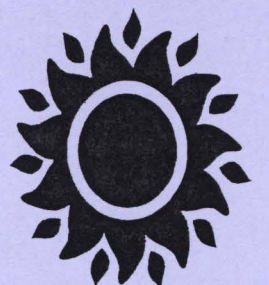
# HAPPY BIRTHDAY TO THOSE BORN IN JULY AND AUGUST!


Carol Carroll—July 6  
 Anita Castello—July 24  
 Connie Charlton—August 3  
 Cindy Throne—August 21



# BSUAOP

## June 2001



S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12 Noon TRANSITION MEETING Alexander Rm.	13	14	15	16
17 Father's Day	18	19	20  Jewell Haskins	21 First Day of Summer	22	23
24	25	26	27	28	29	30



**INSIDE:**  
**Executive Board**  
**Annual Reports**



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## BSUAOP Keynoter

### BSUAOP Areas

#### Area I:

Print Shop, Technical Services, Applied  
Technology, SUB, Facilities Maintenance  
& Ops, Mail Services, Engineering, IBEDC

#### Area II:

Pavilion, Military Science, Physical  
Education, Varsity Center, Athletics

#### Area III:

Library and Communications

#### Area IV:

Administration and Liberal Arts

#### Area V:

Education/Science-Nursing, Morrison  
Center, SMITC, Business, Health Sciences  
Riverside, Raptor Research, Multi-Purpose Classroom  
Facility

#### Area VI:

Math/Geosciences, Public Affairs and  
Arts West, Career Center, Health Center,  
Campus Safety, Gateway Center

### *A Journey of Change*



**Check us out!**  
[boisestate.edu/bsuaop/](http://boisestate.edu/bsuaop/)

**IAEOP:** [idahoeop.org/](http://idahoeop.org/)  
**NAEOP:** [naeop.org/](http://naeop.org/)